

**FREE PUBLIC LIBRARY OF THE BOROUGH OF MADISON
WEDNESDAY, April 13, 2022**

7:00 PM

Present: Thomas Binting, President, James Schessler, Louise Easton, Kate Bartley, Thomas Haralampoudis, JoAnne McCarthy, Mayor Robert Conley, Karen Bessin, School Representative, Marilyn Favreau, Library Director and Mary Fevola, Finance and Administration Manager

Guests: Pam Hogan, Chair/ President of the Friends of the Madison Public Library (FMPL) and Corinne Bowen, Supervisor Circulation and ILL

Absent: David Luber, Treasurer

Mr. Binting called the meeting to order at 7:03 PM. Ms. Easton announced that on November 18, 2021 in accordance with Public Law 1975, Chapter 231, approved October 21, 1975 and known as the "Open Public Meetings Act," proper notice of this meeting and all Library Board meetings for the year 2022 was posted and shall remain posted throughout the year on the official Library Bulletin Board. Notice was also mailed to the Madison Eagle, to the Daily Record, and hand delivered to the Borough Administrator. On April 4, 2022, proper notice was further posted and mailed, announcing that the meeting scheduled for April 14 at 7:30pm would be held on April 13 at 7:00pm. Members of the public who wish to participate in the meeting may do so in-person at the library's Chase Auditorium, with the option of electronic participation using the published Zoom link.

The minutes of the March 10, 2022 Regular Meeting of the Board were presented for consent.

Upon motion of Ms. McCarthy and seconded by Ms. Bartley the Board unanimously approved the minutes as distributed.

PRESIDENT'S REPORT

Mr. Binting recommended the ad hoc Policy Committee become a permanent committee performing cyclical reviews of policies as well as review new policies.

Upon motion of Ms. McCarthy and seconded by Ms. Easton the Board unanimously

"Resolved to have a permanent Policy Committee"

Mr. Binting appointed Kate Bartley, JoAnne McCarthy, Louise Easton and Tom Binting.

TREASURER'S REPORT

Mr. Binting presented the Treasurer's Report in Mr. Luber's absence.

Mr. Binting reviewed the April 2022 Bill List. Mention was made of recent payments to NJ Edge, Teknikon for continuing rooftop unit problems and Wiley Malehorn Sirota & Raynes for review of the Construction Bond Grant Due Diligence and Tax Questionnaire documents.

Upon motion of Mr. Haralampoudis and seconded by Mr. Schessler the Board unanimously

“Resolved to approve the April Bill List in the amount of \$40,475.80”

Mr. Binting reviewed the Library's financial reports for the period ended March 31, 2022. Mayor Conley added the Borough's Budget is scheduled to be voted on April 27, 2022; payment of the Utility and Technology Appropriation to the library will soon follow.

DIRECTOR'S REPORT

Mrs. Favreau reviewed her monthly report. Steady increase in foot traffic continues; although not back to pre-pandemic statistics, the increase is noticeable. Program attendance continues to remain strong with Adult programs continuing on Zoom while other libraries are reporting weak in-person attendance at their programs. Children's programs are also well attended and today was Children's first outdoor program since the winter ended.

Patrons and staff have settled into the mask optional policy. Staff will be encouraged to wear masks as COVID numbers rise.

On April 11, the second batch of required Construction Bond Grant documents and proof of fund match were submitted and received. A meeting with the architect to discuss details of his professional services proposal for the construction project was held; the contract for those services is being reviewed by legal counsel. The resulting document will be shared with the Borough Administrator and Engineer for comments and approval before the library signs the contract. Ms. Favreau mentioned the grant funds must be used within 18 months of signing the Grant Agreement. Today, the Borough sent the library drawings for the roof and bid documents. The roof must be done before any interior construction begins.

Supervisors and the Executive Board toured the former Bayley Ellard High School as a possible location during construction. Rental costs and occupation requirements are due from the Diocese of Paterson.

Other items of note include:

- Digital circulation continues to grow.
- Museum Passes and the Discovery Collection are picking up in circulation.
- Physical material continues to be 20% below pre-pandemic statistics.
- Youth Services is actively preparing and scheduling programs for Summer Reading.

In response to a suggestion for additional library marketing, Mayor Conley advised a Borough wide signage movement to locate various points of interest in Madison, including the library, is underway. In addition, Ms. Bessin described the schools' policy to get public library cards to students as well as her continual reminders to staff and students of the items offered at the public library.

BUILDING & GROUNDS COMMITTEE

Mr. Bintinger directed the Board to the Buildings and Grounds report distributed with the Board packet. Bruce Heesemann, Maintenance Supervisor, is working to get the fountain up and running before the FMPL Benefit. Damage to the surrounding area of the swale from the recent heavy rainstorm was mentioned; Mayor Conley was asked to request DPW restore the grounds.

PERSONNEL COMMITTEE

Mr. Schessler reported a Part Time Page position needs to be filled and will require advertising.

Upon motion of Ms. McCarthy and seconded by Ms. Easton the Board unanimously

“Resolved to approve advertising and hiring for a Part Time Page position”

Board approval for a ½ day closure for Staff Training was requested, date to be determined sometime in May or June. Mrs. Favreau advised training will include conflict de-escalation – an on demand webinar by Library 2.0 – and a Fire Safety Presentation by Madison's Fire Captain Ed Nunn.

Upon motion of Ms. McCarthy and seconded by Mr. Haralampoudis the Board unanimously

“Resolved to approve ½ day closure of the library for Staff Training”

TECHNOLOGY COMMITTEE

Mrs. Favreau presented Mr. Luber's Technology Report. The March 11th meeting with Phil Berg, Director of MAIN, focused on on-site and off-site scenarios during construction. MAIN will support configuring a VPN (Virtual Private Network) on our Meraki router and move equipment off site at no charge to the library unless we ask for evening and weekend work. MAIN is considering this a case study. Robert Daniher, IT Library Assistant, supports setting up a VPN independent of the move to provide staff with remote access to the library's server.

Mr. Daniher has been in contact with the Technology Director for the Diocese of Paterson to discuss our technology needs at Bayley Ellard during construction. The library will need to establish its own internet connection and new access points with Optimum at the site.

The library will own those new access points and can take them back to 39 Keep Street at the end of construction. Telephones seem to be a challenge; Google voice, which the Borough is looking into, or Vonage are options.

Wi-Fi usage increased for March but continues to be around 50% of pre-pandemic numbers.

SCHOOLS AND TEENS

Ms. Bessin reported April has several library initiatives including the receipt of a grant for the classics from the Madison Education Foundation. Rotating exhibitions of Holocaust posters, received last year as a grant, will line the walls of the school for viewing by the schools and the public. At the end of the month single sign-on to the catalog with Google and a self-check-out station should be completed. Integration of Overdrive's platform in the schools, Sora, and Libby, Overdrive's platform at the library, appears to be completed allowing the school community access to the library's electronic offerings.

MUF/MAIN

Mrs. Favreau reported she is now the MUF Treasurer as Susan Permahos has retired. Mrs. Favreau and Chad Leinaweaver, Director of the Morristown & Morris Township Library, are the signers for the MUF bank account. Responsibilities will include sending annual dues invoice to libraries, depositing funds and filing the annual tax return.

FMPL

Pam Hogan reported Touch A Truck will take place on July 30, 2022 from 10 am – 2 pm. Sponsors for the event include Investors Foundation. Sponsorship requests have been made to Investors/Citizens Bank and the Madison Rotary. Over 750 invitations were mailed for the 2022 Annual Benefit to be held on Saturday, May 21, 2022 at the library.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

Nothing to report.

PUBLIC COMMENT

None

The meeting was adjourned 8:03 PM.

Respectfully submitted,



Louise Easton
Secretary